

ORDER

8610.5J

PARACHUTE RIGGER EXAMINER HANDBOOK



April 15, 2004

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order is to be used as policy for administering all parachute rigger oral and practical tests. This order provides standardized procedures which shall be used by persons responsible for administering parachute rigger oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the Federal Aviation Administration's (FAA's) policy of placing greater emphasis on the parachute rigger oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding Designated Parachute Rigger Examiners (DPREs).

The standardized procedures contained in this order apply to DPREs and FAA Aviation Safety Inspectors (Airworthiness) (hereafter referred to as inspectors) authorized to conduct parachute rigger oral and practical tests. This order concerns the administration of parachute rigger oral and practical tests. This order also applies to all inspectors who approve/disapprove application and testing files for parachute riggers. This order supersedes all previous versions of this order.

Changes to this order and additional instructions will be issued as necessary to meet changing conditions and new regulations or procedures. All persons issued this order will be expected to insert changes as they are received.

Original signed by:
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Director, Flight Standards Service

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CHAPTER 1. INTRODUCTION

1-1. PURPOSE. This order is to be used as policy for administering all parachute rigger oral and practical tests. This order provides standardized procedures, which shall be used by persons responsible for administering parachute rigger oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the Federal Aviation Administration's (FAA's) policy of placing greater emphasis on the parachute rigger oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding Designated Parachute Rigger Examiners (DPREs).

1-2. DISTRIBUTION. This order is distributed to the division level in the Office of Flight Standards; to all Flight Standards District Offices (FSDOs); to all International Field Offices (IFOs); and to all DPREs.

1-3. CANCELLATION. This order cancels Order 8610.5H, Parachute Rigger Examiner Handbook, dated April 13, 2001.

1-4. EXPLANATION OF CHANGES. This order contains the following revisions:

a. Chapter 1, paragraph 1-3. Cancelled Order 8610.5H, Parachute Rigger Examiner Handbook, dated April 13, 2001.

b. Chapter 1, paragraph 1-8.a. Added information regarding current version of this order.

c. Chapter 1, paragraph 1-8.b. Added information regarding the use of Parachute Rigger Examiner Practical Test Standards (PTS).

d. Chapter 1, NOTE after paragraph 1-8.b. Added information explaining that PTS do NOT require security procedures.

e. Chapter 1, paragraph 2-2.c. Added information regarding having a valid master parachute rigger certificate.

f. Chapter 2, paragraph 2-2.g. Added information regarding being adequately equipped to test all practical Subject Areas to return-to-service condition when administering tests using PTS.

g. Chapter 2, NOTE after paragraph 2-2.g.(3) Added a NOTE regarding the minimum equipment necessary when administering tests using PTS.

h. Chapter 3, paragraph 3-1. Added reference to appendix 4.

i. Chapter 3, paragraph 3-2. Added reference to appendix 4.

j. Chapter 3, NOTE after paragraph 3-2. Added a NOTE regarding when training will be given for conducting tests using the PTS.

k. Chapter 3, paragraph 3-5.f.(1) through paragraph 3-5.f.(14). Removed instructions for completion of FAA Form 8110-28.

l. Chapter 4, paragraph 4-2.k. Added information regarding applicants that have been authorized by a DPRE in another geographic location.

m. Chapter 4, paragraph 4-2.m. Added a paragraph regarding deviating from the procedures in this order or the PTS.

n. Chapter 5, NOTE after paragraph 5-1.b. Added the following NOTE: For tests conducted using the PTS, the Tasks included in the Areas of Operation listed in the PTS must be used to administer the oral and practical tests. A copy of all knowledge test element questions and skill test element projects developed by the DPRE must be forwarded to the supervising FAA district office.

o. Chapter 5, NOTE after paragraph 5-1c. Added a NOTE regarding testing in each Area of Operation when conducting tests using the PTS.

p. Chapter 5, NOTE after paragraph 5-1d. Added a NOTE regarding standard length of time when conducting tests using the PTS.

q. Chapter 5, paragraph 5-3. Added information regarding the level of performance expected when tests are conducted using the PTS.

r. Chapter 5, paragraph 5-3.a. Added information regarding tests conducted using the Oral and Practical Test booklets and the PTS.

s. Chapter 5, paragraph 5-3.b. Added information regarding tests conducted using the Oral and Practical Test booklets and the PTS.

t. Chapter 5, paragraph 5-4.a. Added information regarding conducting oral tests using the Oral and Practical Test booklets.

u. Chapter 5, paragraph 5-4.b. Added information regarding conducting practical tests using the Oral and Practical Test booklets.

v. Chapter 5, paragraph 5-4.c. Changed figure 1-11 to figure 1-10.

w. Chapter 5, paragraph 5-4.d. Added a paragraph regarding oral tests using the PTS.

x. Chapter 5, paragraph 5-4.d.(1). Added a paragraph stating oral questioning may be used at any time during the practical test.

y. Chapter 5, paragraph 5-4.d.(2). Added a paragraph regarding oral questioning guidelines.

z. Chapter 5, paragraph 5-4.d.(3). Added a paragraph regarding the applicant's answers to oral questions.

aa. Chapter 5, paragraph 5-4.d.(4). Added a paragraph regarding what reference material the DPPE shall use to determine the correct answers to oral questions.

bb. Chapter 5, paragraph 5-4.d.(5). Added a paragraph regarding the applicant's use of reference materials during oral questions.

cc. Chapter 5, paragraph 5-4.e. Added a paragraph regarding conducting practical tests using the PTS.

dd. Chapter 5, paragraph 5-4.e.(1). Added a paragraph regarding conducting practical tests in all Areas of Operation when using the PTS.

ee. Chapter 5, paragraph 5-4.e.(2). Added a paragraph regarding Areas of Operation and/or Task elements when conducting practical tests using the PTS.

ff. Chapter 5, paragraph 5-4.e.(3). Added a paragraph regarding observing all practical projects when conducting practical tests using the PTS.

gg. Chapter 5, paragraph 5-4.e.(4). Added a paragraph regarding determining that the applicant's project is acceptable when conducting practical tests using the PTS.

hh. Chapter 5, paragraph 5-4.e.(5). Added a paragraph regarding what tools, equipment, and reference materials are required when conducting practical tests using the PTS.

ii. Chapter 5, paragraph 5-6. Added information regarding when the applicant has passed using either the Oral and Practical Test booklets or the PTS.

jj. Chapter 5, paragraph 5-6.d.(2). Added information regarding the use of a Social Security Number (SSN).

kk. Chapter 5, paragraph 5-9.b. Added information stating the supervising FSDO or IFO will forward the files to the Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125-4940.

ll. Appendix 1, Figure 1-5. Added information stating the applicant has been given at least 5 hours of additional instruction in each subject failed.

mm. Appendix 1, Figure 1-9. Deleted this figure.

nn. Appendix 1, Figure 1-10. Changed to figure 1-9.

oo. Appendix 1, Figure 1-11. Changed to figure 1-10.

pp. Appendix 2, NOTE after paragraph 4.k.(4). Removed the following sentence: "These directions are not required for APO/FPO-type addresses or foreign applicants."

qq. Appendix 3. Deleted Czechoslovakia, East Germany, Germany Berlin, Soviet Union, And West Germany.

rr. Appendix 4. Added this appendix to provide specific information regarding attendance at the Initial Technical Personnel Examiner Standardization Seminar and the Recurrent Technical Personnel Examiner Standardization Seminar.

1-5. GENERAL. The procedures contained in this order apply to DPPEs and to inspectors authorized to conduct parachute rigger oral and practical tests. The test consists of oral questions and practical projects in each of seven Subject Areas:

a. Certification.

b. Privileges, Limitations, and Operating Rules.

c. Packing Parachutes.

d. Parachute Operation and Care.

e. Parachute Construction Details.

f. Parachute Repair.

g. Parachute Alteration.

1-6. PARACHUTE RIGGER CERTIFICATION POLICY. Greater emphasis must be placed on the parachute rigger oral and practical tests to determine if an applicant's performance is acceptable or unacceptable. The primary discriminator in the parachute rigger certification process is the oral and practical test. The level of basic parachute rigger skills desired by the FAA

will be assured if a standard grading criterion is used to evaluate applicants and if tests are conducted with objectivity.

1-7. DESIGNATION ISSUED. One designation, parachute rigger examiner, will be issued. The DPRE conducts senior and master parachute rigger oral and practical tests for the parachute types for which the DPRE is rated.

1-8. DESIGNEE MATERIALS. The supervising FSDO should provide each designee with supplies appropriate to the designation. The following supplies are necessary for the performance of DPRE duties and must be returned to the supervising FSDO when the designation is surrendered or terminated. Materials should be issued to the designee before the designee attends the Initial Technical Personnel Examiner Standardization Seminar.

a. Order 8610.5J, Parachute Rigger Examiner Handbook.

b. Parachute Rigger Oral and Practical Test Booklets or Parachute Rigger Practical Test Standards (PTS).

NOTE: Oral and Practical Test booklets will be obtained by the supervising FSDO from the Printing and Distribution Branch (AMI-700B) located in Oklahoma City, Oklahoma. The PTS are intended to be public; therefore, they do NOT require security procedures.

c. FAA Form 8610-2, Airman Certificate and/or Rating Application, (Stock No. 0052-00-026-8004).

d. FAA Form 8060-4, Temporary Airman Certificate, (Stock No. 0052-00-049-5001).

e. Title 14 of the Code of Federal Regulations (14 CFR) Part 65, Certification: Airmen Other Than Flight Crewmembers.

f. 14 CFR Part 183, Representatives of the Administrator.

1-9. SECURITY. Each DPRE is responsible for establishing and carrying out appropriate security procedures.

a. Importance of Security. The security of the parachute rigger Oral and Practical Test booklet is important to prevent compromise and to ensure that airman applicants meet the aeronautical skill standards for parachute rigger certificates and ratings. The contents of the Oral and Practical Test booklet shall not be deliberately given to persons who are not authorized representatives of the Administrator. Any public request for material in the Oral and Practical Test booklet shall be referred to the supervising FSDO.

(1) The Oral and Practical Test booklet may bear the DPRE's name, address, or any other identifying markings.

(2) The Oral and Practical Test booklet may be reassembled, marked, highlighted, or notated by the DPRE as necessary to make it a convenient, functional document.

(3) If the Oral and Practical Test booklet is lost, stolen, destroyed, or becomes unusable, the DPRE must immediately notify the supervising FSDO.

b. FAA Form 8060-4. The DPRE must assure adequate security of FAA Form 8060-4.

1-10. INFORMATION CURRENCY.

a. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order shall be forwarded for consideration to: FAA; ATTN: DESIGNEE STANDARDIZATION BRANCH (AFS-640); P.O. Box 25082; Oklahoma City, OK 73125-0082. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is attached to this order for your convenience. If an interpretation is urgently needed, call the originating office, AFS-640, for guidance at (405) 954-4220. Please use the attached FAA Form 1320-19 as a followup to any verbal conversation.

b. Use the OTHER COMMENTS block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. However, you may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

CHAPTER 2. SELECTION AND DESIGNATION OF DPRES

2-1. SELECTION.

a. Applicants for a DPRE designation are selected by the supervising FSDOs when the need for a DPRE has been recognized. When making a selection of approved candidates, careful consideration is given to the recommendations from knowledgeable members of the aviation community. FAA Form 8110-28 shall be completed by the applicant. The FAA Form 8110-28 will be sent to the National Examiner Board (NEB) for review of general qualifications. If general qualifications are met, the applicants will be ranked against other applicants by the NEB. The applicant will then be notified by the NEB to take a computer knowledge test. Once the computer knowledge test is successfully completed, the applicant officially becomes a candidate and is placed in the candidate pool. The FSDO or IFO will notify the NEB when a need for an examiner exists.

b. Examiners applying for reinstatement shall submit the completed application form directly to the designating FSDO or IFO. Reinstatement shall be accomplished only by the FSDO or IFO that previously had jurisdiction over the applicant. Former designees who relocate to another FSDO or IFO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for initial evaluation and recommendation. Examiners holding a valid and current designation who wish to relocate to a different geographical area, providing there is no break in service and the receiving FSDO or IFO agree to the transfer, may do so without applying to the NEB. However, the examiner shall submit a new application to the receiving FSDO or IFO.

c. A DPRE may be designated to serve outside the U.S. provided such designation will serve U.S. citizens abroad and the DPRE's activities can be properly supervised by a supervising IFO. Limitations may be placed on the DPRE as provided by current FAA policy regarding the certification of airmen outside the U.S.

2-2. GENERAL REQUIREMENTS FOR DESIGNATION.

a. A minimum age of 23 years.

b. Show evidence of a high level of knowledge in the Subject Areas required for parachute rigger certification.

c. Have held a valid master parachute rigger certificate for 2 years with the rating(s) for which a designation is to be issued.

d. Have been actively exercising the privileges of a valid master parachute rigger certificate for 2 years immediately prior to designation.

e. Have a good record as a parachute rigger and a person engaged in the industry and community with a reputation for honesty and dependability.

f. Have satisfactorily completed an Initial Technical Personnel Examiner Standardization Seminar before his or her appointment as a DPRE.

g. Have a fixed base of operation adequately equipped to test all practical Subject Areas to return-to-service condition. For tests utilizing the PTS, have a fixed base of operation adequately equipped to test the Tasks in each Area of Operation listed in the PTS.

(1) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the certificate and rating sought. The supervising FSDO will monitor the status of equipment periodically to insure compliance.

(2) Tools, equipment, current publications, materials, etc., required to complete a project assignment must be the type recommended by parachute manufacturers or accepted in the industry.

(3) An applicant must be tested in each Subject Area; therefore, each fixed base of operation must have equipment and materials to support testing in each Subject Area for the designation held.

NOTE: For tests utilizing the PTS, as a minimum have tools and equipment to perform all of the "required" Tasks and at least the Tasks in 50 percent of the other Areas of Operation identified in the PTS.

2-3. DELEGATION/RECISION OF A DPRE AUTHORIZATION. Title 49, U.S. Code Section 44702, as amended, empowers the Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under the provisions of this section and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

a. Proposed termination or nonrenewal. The FSDO should provide the DPRE with notice and an

opportunity to respond to a proposed action to terminate or not to renew a designation. 14 CFR part 183, section 183.15(d) contains the general conditions under which designations are terminated.

b. Notification. The designee should be notified in writing of the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable rule and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents will not be included with the notification to the DPRE.

c. Option to respond. The written notification should give the designee the option to respond in writing or in person. The designee may elect to be accompanied by counsel if responding in person. A record may be made of any meeting held.

(1) The record of any meeting with the DPRE may be in the form of notes taken by a secretary during the meeting, a summary written by the staff of the FSDO after the meeting, or another method.

(2) A copy of the record should be sent to the DPRE by the supervising FSDO. The DPRE may submit comments or propose corrections to the record.

d. FSDO manager's decision. The FSDO manager's decision regarding the termination or nonrenewal of a designation should be provided to the DPRE in writing. The written notification to the DPRE should indicate the reasons for the termination or nonrenewal. The DPRE may request a review of the matter by the regional Flight Standards division manager. If the DPRE wishes to have the regional Flight Standards division manager review the matter, the DPRE must make the request for the review in writing or in person within 10 days of receipt of the written notification of the FSDO manager's decision.

e. Division manager's decision. If the DPRE requests a review by the regional Flight Standards division manager, the DPRE should be advised that the Flight Standards division manager's decision is final. The DPRE will be notified of the Flight Standards division manager's decision and the reasons for that decision.

2-4. TERMINATION. Termination of a DPRE's designation for reasons other than insufficient need for the DPRE's services should be initiated when other means of ensuring the DPRE's conformance to standards are unsuccessful, unfeasible, or inappropriate.

a. Reasons for termination. A designation is terminated by the Administrator for any of the following reasons:

(1) For any reason the Administrator considers appropriate;

(2) Upon the written request of the DPRE;

(3) When there is no longer a need for the DPRE's services; and

(4) Upon a finding by the Administrator that the DPRE has not properly performed the DPRE's duties.

b. Examples. The following are examples of deficiencies in a DPRE's performance of duties:

(1) Unsatisfactory performance in any phase of DPRE duties or responsibilities, including the inability to accept or carry out the supervising FSDO's instructions;

(2) Any actions by the DPRE that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;

(3) The inability of the DPRE to work harmoniously with FSDO personnel or the public;

(4) Evidence that the DPRE's general and/or professional qualifications and requirements were not met at the time of the original designation or at any time thereafter;

(5) A DPRE's inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an Initial Technical Personnel Examiner Standardization Seminar or a Recurrent Technical Personnel Examiner Standardization Seminar; or

(6) A DPRE's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

c. Documentation. Deficiencies in a DPRE's performance should be documented by the FSDO. The DPRE should be notified of these deficiencies and given an opportunity to correct the deficiencies within a 90-day period. The DPRE should be advised by the FSDO that continued poor performance constitutes grounds for termination of the DPRE's designation.

d. Voluntary surrender. A DPRE may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the DPRE's FAA Form 8430-9, Certificate of Authority.

CHAPTER 3. DPRE TRAINING, SUPERVISION, AND RENEWAL

3-1. TRAINING. Prospective DPRES shall satisfactorily complete the Initial Technical Personnel Examiner Standardization Seminar before initial designation. (See appendix 4 for seminar information.) Following the Initial Technical Personnel Examiner Standardization Seminar, the DPRE shall be coached by personnel from the supervising FSDO in all procedures relevant to the DPRE's duties. The assigned inspector should be present during the first oral and practical tests conducted by the DPRE to provide guidance and training, and to inform the DPRE of the proper test procedures. Specific items of emphasis during the period of training and indoctrination are:

a. Direction and Guidance. The DPRE is expected to call upon the supervising FSDO for advice and guidance, as necessary, for the performance of assigned responsibilities in accordance with prescribed procedures.

b. Reference Materials. The DPRE is expected to have ready access to current rules appropriate to parachute rigger certification.

c. Instruction. The DPRE shall receive specific instructions from the supervising FSDO in the proper conduct of oral and practical tests, the execution of the necessary forms, and the proper routing of certification files. The supervising FSDO should resolve DPRE questions on issues which are not made clear in this order.

d. Availability. DPRES are expected to make DPRE services available to all applicants on an equitable basis regardless of who trained the applicant or the applicant's geographic area of residence. However, the DPRE must ensure the applicant has been authorized to test by the DPRE's supervising FSDO.

e. Professional Conduct. Each DPRE must represent the Administrator in a manner which will reflect credit on the FAA and must exercise care with respect to the applicant as follows:

- (1) Honor appointments made as promptly as possible.
- (2) Arrange to conduct the oral test in private with the applicant.
- (3) Give undivided attention to the applicant during the testing period.
- (4) Assure that discussion following any test is in private and is confidential.

f. Proficiency. A DPRE must maintain a high degree of knowledge in the Subject Areas required for parachute rigger certification and evaluation techniques.

3-2. RECURRENT TRAINING. Each DPRE is encouraged to attend safety meetings, parachute rigger seminars, and other programs contributing to the techniques of parachute maintenance and packing. The DPRES shall schedule themselves once every 2 years for a Recurrent Technical Personnel Examiner Standardization Seminar and notify the supervising FSDO. Satisfactory completion of the Initial Technical Personnel Examiner Standardization Seminar is a prerequisite for enrollment in a Recurrent Technical Personnel Examiner Standardization Seminar. Attendance at a Recurrent Technical Personnel Examiner Standardization Seminar is mandatory. (See appendix 4 for seminar information.)

NOTE: The PTS will replace the Oral and Practical test booklets currently used. Both testing procedures will be in effect until all DPRES have been trained to administer the test in accordance with the PTS, or 2 years after the effective date of this order. After which time, ALL tests must be administered under the PTS testing procedures. New DPRES must use the PTS upon completion of the Initial Technical Personnel Examiner Standardization Seminar training. Previously appointed DPRES must transition to the PTS within 60 days after completion of the Recurrent Technical Personnel Examiner Standardization Seminar training.

3-3. SUPERVISION. Each DPRE operates under the direct supervision of the FSDO which holds the designation file.

a. Inspectors who supervise the activities of DPRES will always welcome the opportunity to discuss procedures and standards with DPRES upon request to resolve any questions.

b. Inspectors who supervise the activities of DPRES will observe each new DPRE conducting oral and practical tests to determine that the DPRE is familiar with current procedures and standards. Thereafter, current National Program Guidelines require each inspector with designee oversight responsibilities to observe the administration of a minimum of two oral and practical tests per year by each DPRE assigned to them.

c. When the performance of a parachute rigger who has been tested by a DPRE is found unsatisfactory or

other evidence reveals deficient performance by the DPRE, a check of the DPRE's knowledge and certification procedures may be requested by the supervising FSDO.

d. DPRES shall submit certification files to the supervising FSDO regardless of test results (pass, fail, or test not completed) within 5 calendar days of the test date.

3-4. EXPIRATION. All designations expire on October 31 of each year. Those issued in October will expire the following October. The expiration date is shown on FAA Form 8430-9 that is issued to each DPRE.

3-5. RENEWAL. A designation will be renewed when the supervising FSDO has determined that a need still exists for a DPRE and that the DPRE meets the requirements for renewal. The DPRE shall be notified, and a new FAA Form 8430-9 will be issued. Renewal of DPRES is not automatic. Renewal may be denied for any reason listed in paragraph 2-4.

a. A meeting of DPRES shall be held by each supervising FSDO or IFO annually to discuss DPRE procedures, problems, and designation renewal. At the discretion of the manager of the supervising FSDO or IFO, this meeting may be held in conjunction with the Recurrent Technical Personnel Examiner Standardization Seminar. All FSDO inspectors having authority for DPRES or who approve or review airman applications shall attend the Recurrent Technical Personnel Examiner Standardization Seminar.

b. The requirements, as listed in paragraph 2-2, for the designation must be maintained by each designee when conducting tests.

c. All DPRES must have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar.

d. In addition to completion of the Initial Technical Personnel Examiner Standardization Seminar, DPRES must have satisfactorily completed a Recurrent Technical Personnel Examiner Standardization Seminar within the preceding 2 years. If necessary, the supervising

FSDO may extend the 2-year recurrent training requirement. However, this extension shall not exceed 12 additional months. The DPRE shall schedule himself or herself for recurrent training.

e. The DPRE shall present the completed renewal file to the supervising FSDO or IFO 45 days prior to renewal. The renewal file shall include:

(1) A new FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE), with the appropriate blocks completed.

(2) A current FAA Form 8430-9, Certificate of Authority.

(3) A record of all oral and practical tests conducted since the issuance or last renewal of designation.

(4) A Certificate of Training from a Recurrent Technical Personnel Examiner Standardization Seminar.

f. The supervising FSDO will approve the application for renewal by completing the appropriate blocks on page 4 of FAA Form 8110-28.

g. After completing the application for renewal, retain the completed application for the office files.

h. Enter the information into the Vital Information System (VIS), and verify that the information is correct. If you have any questions, you may contact the Aviation Data Systems Branch, AFS-620.

3-6. KNOWLEDGE AND SKILL. The determination that the DPRE's knowledge and application of current procedures and standards are adequate for renewal of the designation may be based upon the DPRE's attendance at a meeting or seminar conducted for the purpose of standardization. At the discretion of the supervising FSDO, observation by an inspector of a DPRE's conduct of an oral and/or a practical test may be required. It is important for a DPRE to require, of the applicants tested, a level of competency high enough to ensure that safety will not be compromised, yet one that can be realistically met by qualified applicants.

CHAPTER 4. DPRE PRIVILEGES AND LIMITATIONS

4-1. PRIVILEGES. A DPRE is authorized to:

- a. **Accept FAA Form 8610-2** for parachute rigger certificates and ratings.
- b. **Conduct parachute rigger oral and practical tests** appropriate to FAA Form 8430-9 held by the DPRE.
- c. **Charge the applicant a reasonable fee** for services and materials. The amount of the fee requested, and conditions concerning passing or failure as it applies to the fee, should be clearly understood before an FAA Form 8610-2 is accepted by the DPRE.
- d. **Issue temporary parachute rigger certificates** to applicants who have been tested and found qualified for the certificate or rating sought. This privilege may be retained by the supervising FSDO.

4-2. LIMITATIONS. A DPRE shall not:

- a. **Conduct oral and practical tests** at locations not listed as a base of operation on the current FAA Form 8430-9 held by the DPRE, unless authorized by the supervising FSDO.
- b. **Conduct or monitor** any portion of computer knowledge tests.
- c. **Reissue or amend** any expired FAA Form 8060-4.
- d. **Endorse, amend, alter, or issue** any permanent airman certificate.
- e. **Administer oral and practical tests** simultaneously to more than one applicant at a time.
- f. **Exempt any applicant** from testing in all Subject Areas of the test for any rating sought.
- g. **Combine teaching with testing** during the testing of an applicant.
- h. **Conduct oral and practical tests** unless an applicant presents proof of eligibility as prescribed in part 65.
- i. **Conduct oral and practical tests** at the base of operation that appears on the DPRE's FAA Form 8430-9 if the base is not adequately equipped with available equipment and material when the tests are conducted.
- j. **Conduct oral and practical tests** unless the applicant has passed the required computer knowledge tests.

k. **Conduct any oral and practical tests** for applicants already authorized on block V of the FAA Form 8610-2, Airmen Certificate and/or Rating Application, by an inspector in another geographic location unless the FAA office having surveillance authority over the DPRE has given authorization to the DPRE. This authorization should take place through written means as a way of tracking the number of applicants that are being tested from outside of the district of the FAA office having surveillance authority over the DPRE.

l. **Temporarily suspend** a test to allow applicant further study, then continue the same test at a later time.

m. **Deviate from the procedures** in this order or the PTS.

4-3. GEOGRAPHICAL AREA.

a. **DPREs wanting to administer** oral and practical parachute rigger tests outside the geographical area of the DPRE's supervising FSDO must:

- (1) Request authorization in writing from the DPRE's supervising FSDO and the FSDO in the district where the tests will be conducted.
- (2) Provide these FSDOs with the date and address of the testing site in writing.
- (3) Make the request in a timely manner prior to the test date.
- (4) Arrange for and prove to the FSDO in the district where the temporary test site is located that the DPRE has available adequate facilities, equipment, current publications and materials for testing applicants to demonstrate the basic skills necessary for the certificate and/or rating(s) sought.

b. **When permission is granted** to the DPRE to administer oral and practical tests in the area of jurisdiction of another FSDO:

- (1) The DPRE then comes under the jurisdiction of that FSDO.
- (2) Certification files must be submitted to that FSDO.

c. **Requests for testing** outside the DPRE's respective regional geographic area will be denied.

CHAPTER 5. CONDUCTING AND GRADING TESTS

5-1. PREPARATION. DPRES shall notify the supervising FSDO or IFO prior to conducting all oral and practical tests. The supervising FSDO or IFO can establish local procedures concerning when notifications are required and the type of notifications required. Plan ahead! Since applicants may have widely differing backgrounds, it will be necessary to review the applicant's experience in order to select appropriate oral questions and practical projects. Try to ask questions and assign projects that will be fair and yet cover all Subject Areas necessary for certification.

a. A reasonable fee may be charged each applicant for the DPRE's service in administering the oral and practical tests, for handling the forms and reports incident to the issuance of a parachute rigger certificate, and for the use of the DPRE's facilities, equipment, and materials. A mutual understanding and agreement of the total fee to be charged for the DPRE's services should be reached before the tests are begun. An agreement in writing may be to the advantage of both the DPRE and the applicant.

b. The questions and projects listed in the parachute rigger Oral and Practical Test booklet should be used to administer the oral and practical tests. Substitute questions and projects covering the same general areas may be used if necessary because of differences in available equipment, applicant experience, etc. In such cases, use the performance standard and level of the similar project to determine acceptable performance.

NOTE: For tests conducted using the PTS, the Tasks included in the Areas of Operation listed in the PTS must be used to administer the oral and practical tests. A copy of all knowledge test element questions and skill test element projects developed by the DPRE must be forwarded to the supervising FAA district office.

c. Test in each Subject Area required for the rating sought, even though the applicant may not have used some of the skills in past or present jobs. An applicant must be able to show satisfactory performance in each Subject Area covered by the test.

NOTE: For tests conducted using the PTS, test in each Area of Operation required for the certificate/rating sought. An applicant must be able

to show satisfactory performance in each selected Task in each required Area of Operation. In addition, an applicant must complete one pack for each rating sought.

d. There is no standard length of time prescribed for parachute rigger oral and practical tests. However, the testing period must be long enough to make a valid determination in each Subject Area for the rating sought. Before starting the test, advise the applicant when the day's activities will be terminated and when testing will resume if more than 1 day is needed. Testing times are for both the oral and practical tests.

NOTE: For tests conducted under the PTS, there is no standard length of time prescribed for parachute rigger practical test. The testing period should also be long enough to make a valid determination in each Area of Operation for the certificate/rating sought. As with the old system, before starting the test, advise the applicant when the day's activities will be terminated and when testing will be resumed if more than 1 day is needed.

e. Two originals of FAA Form 8610-2 must be received from the applicant before testing begins. FAA Form 8610-2 shall be completed in accordance with Appendix 2, Instructions for Completing FAA Form 8610-2, Airman Certificate and/or Rating Application, found in this order. The DPRE or inspector should provide FAA Form 8610-2, and give detailed instructions for completing it correctly. (Inspector or DPRE shall copy appendix 2 of this order to provide to the applicant until FAA Form 8610-2 is revised with written instructions attached.) The applicant must be advised to read and remove the supplemental information (PRIVACY ACT) attached to FAA Form 8610-2. (See appendix 2, figure 2-1.)

NOTE: All signatures shall be original, in dark ink, with the name printed in dark ink or type written below or next to the signature.

f. Progressive tests are not to be given. Although it may be necessary to continue a test for more than 1 day, tests should not be allowed to continue for long periods of time.

5-2. APPLICANT ELIGIBILITY. Applicants will be required to furnish identification with a photograph and a signature. If FAA Form 8610-2 is completed at a FSDO,

the approving inspector will record the method of identification in the REMARKS area of FAA Form 8610-2. The DPRE will verify the applicant's identification prior to testing. If means of identification was provided in the REMARKS area, the DPRE will verify the identification and initial the inspector's entry. (Sample entry: Oklahoma Drivers License No. 123456789). However, if the means of identification was not previously entered in the REMARKS area, the DPRE will make the entry in the REMARKS area. (See appendix 1, figures 1-3 and 1-12.) The responsibility for ensuring applicants meet the English language requirements is shared by the designated examiners and aviation safety inspectors. Ultimately, the designated examiner and aviation inspector are required to evaluate each applicant's eligibility, including English fluency, prior to beginning the practical test or accepting an application for an airman certificate or rating. Advisory Circular (AC) 60-28, English Language Skill Standards Required By 14 CFR Parts 61, 63, and 65, provides guidance for airman applicants, designated examiners, and aviation safety inspectors in determining English language skills required for airman certification.

a. Original FAA Form 8610-2.

(1) All applicants claiming civilian and/or military experience as a basis for qualification, must have the experience evaluated and verified by an inspector before taking the required test. The inspector may, as a matter of office procedures, reproduce and retain copies of FAA Form 8610-2 and documented evidence presented by the applicant. The inspector will:

(a) Evaluate the experience documents and verify them, if necessary.

(b) Have the applicant complete FAA Form 8610-2 (two originals). (See appendix 1, figures 1-1 and 1-2.)

(c) Review FAA Form 8610-2 for completeness, sign and complete Block V of FAA Form 8610-2 (both originals), and return them and the experience documents to the applicant, if the applicant meets the experience requirements. Both originals will be retained by the applicant to present to a DPRE or inspector for the oral and practical tests.

(d) Only Aviation Safety Inspectors (airworthiness) are authorized to review and endorse Block V of FAA Form 8610-2.

(2) Senior parachute rigger applicants:

(a) Original certificate. Show proof to an inspector or a DPRE of having passed the Senior Parachute Rigger (hereafter referred to as RIG) computer knowledge test by presenting a computerized test report. (See appendix 1, figure 1-6.)

(b) Adding a rating. Show that an inspector has reviewed the applicant's packing experience and found the applicant eligible under 14 CFR part 65, section 65.123.

(3) Master parachute rigger (hereafter referred to as RMP) applicants:

(a) Original certificate:

1 An applicant who does not hold a RIG certification must show proof to an inspector or a DPRE of having passed the RMP computer knowledge test, by presenting a computerized test report.

2 An applicant who holds a RIG certificate must present the airman certificate and show that an inspector has reviewed the applicant's experience and found the applicant eligible under 14 CFR part 65, section 65.119.

(b) Adding a rating. Show that an inspector has reviewed the applicant's packing experience and found the applicant eligible under section 65.123.

b. Retests. When application is made for a retest after failure of a previous test, the applicant must:

(1) Complete FAA Form 8610-2 (two originals) in accordance with the instructions furnished by the DPRE.

NOTE: FAA Form 8610-2, Block V does not need to be signed by an inspector if a copy of the original FAA Form 8610-2 (with authorizing signature) is attached to the file.

(2) Present an appropriate computerized test report (RIG or RMP) if required.

(3) Present his or her original FAA Form 8610-2 from the previous oral and practical test showing the rating failed.

(4) If the retest is within 30 days of the previous test, present a statement by a person authorized in 14 CFR part 65, section 65.19 that the applicant has received additional instruction for EACH RATING FAILED and that the applicant is ready for retesting. (See appendix 1, figure 1-5.)

NOTE: This statement is required only when the applicant failed portions of the test.

c. Applicants for retest will be tested in all Subject Areas of the oral and/or practical tests for the section(s) listed as failed, that was/were not taken, or that has/have expired. Each rating failed must be completely retested. However, applicants who apply for retest within 60 days to the same DPRE who gave the failed test may, at the option of the DPRE, be tested in only the Subject Areas failed on the previous test.

d. Military Parachute Riggers and former military parachute riggers may be tested in accordance with 14 CFR part 65, section 65.117 at a computer testing center.

5-3. EVALUATING APPLICANT PERFORMANCE. The applicant shall be informed of the level of performance expected before beginning the test. Levels for projects conducted using the Oral and Practical Test booklets are to be derived from the Oral and Practical Test booklets only. Task objectives for projects conducted under the PTS are to be derived from the PTS only.

a. For tests conducted using the Oral and Practical Test booklets, each Subject Area must be tested in the oral and practical tests. For tests conducted using the PTS, each required Area of Operation must be tested in the oral and practical tests. See chapter 1, paragraph 1-5 for a list of Subject Areas/Areas of Operation identifiers. If testing for a certificate/rating was terminated, the DPRE will make an appropriate note in the REMARKS area on the reverse side of the FAA Form 8610-2.

b. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed that Subject Area/Area of Operation, the DPRE may discontinue testing in that Subject Area and go on to the next Subject Area. There is no maximum number of questions or projects that may be evaluated in each Subject Area. When it has been determined that the applicant has already failed a Subject Area, the DPRE may discontinue testing. However, in some cases it may be advantageous to continue the test to the end so the applicant will know his or her strengths and weaknesses when preparing for retest.

c. Include the following in DPRE observations for evaluating applicant performance:

(1) Approach to the project; use of proper information and tools; preparation of the parachute (or other equipment); and observation of safety precautions being utilized;

(2) Cleaning, preparing, and protecting parts; skill in handling tools; thoroughness and cleanliness;

(3) The functions of the units or systems of the assigned project; use of current maintenance repair procedures;

(4) Final inspection for closing and sealing of parachutes;

(5) Completion of required forms and records;

(6) Application of rules; and

(7) A positive attitude toward safety, manufacturer's recommendations, and acceptable industry practices.

5-4. CONDUCTING THE TESTS.

a. Oral Tests Conducted Using the Oral and Practical Test Booklets.

(1) The oral test may be conducted before, after, or during any phase of the practical test.

(2) Test each Subject Area required for the certificate sought. Oral questions need not necessarily apply to an assigned practical project.

(3) At least four oral questions in each Subject Area shall be utilized to evaluate the knowledge of each applicant for the certificate sought. Additional oral questions or exploratory questions may be used, if necessary, to make an objective evaluation. Exploratory questions will not be used to evaluate the applicant for pass/fail of a Subject Area.

(4) Questions asked as part of practical project(s) or exploratory-type questions used to determine the best test areas to determine the applicant's qualifications need not be considered as part of the oral test.

(5) An applicant's answers to oral questions should show an understanding of the subject and ability to apply knowledge. Do not allow an applicant's skill of oral expression or ability to memorize details, affect oral test evaluation.

(6) Use the Oral and Practical Test booklet to determine if the applicant's answer is acceptable. Be objective in making this determination. The minimum passing grade is 70 percent of the number of oral questions asked in each Subject Area. Each Subject Area must be passed for the certificate sought.

(7) The applicant must be able to successfully answer oral questions without the use of reference materials.

b. Practical Tests Conducted Using the Oral and Practical Test Booklets.

(1) Test each Subject Area for the rating sought. Projects may include more than one Subject Area at the same time.

(2) The number of projects necessary for each Subject Area of the practical test must be determined by the DPRE. The number is expected to vary depending upon the skill and experience of the applicant, the facilities available, the specific projects selected, and many other factors that vary with each test. At least one project in each Subject Area is needed to judge the skill of each applicant.

(3) The DPRE must personally observe all practical projects being performed by the applicant.

(4) Use the Oral and Practical Test booklet to determine if the applicant's performance of the project is acceptable. Be objective in making this determination. To attain a passing grade, the applicant must meet the performance standard and level for the projects selected in each Subject Area. If the applicant fails to meet the performance standard and level for a project selected, the DPRE may, at his or her option, give at least four practical projects in that Subject Area. The minimum passing grade is 70 percent of the number of practical projects selected in each Subject Area. Each Subject Area must be passed.

(5) The applicant or DPRE may provide reference materials for the practical test. These materials must be limited to items such as UNMARKED Title 14 of the Code of Federal Regulations (14 CFR), advisory circulars, manufacturer's maintenance information, and other reference materials acceptable to the Administrator. Under no circumstances will the applicant be allowed to use or refer to study materials provided by any person. Use of nonprogrammable calculators is permitted where appropriate. The "given(s)" listed in the Oral and Practical Test booklet(s) must be available and used for each practical project assigned as part of the practical test.

c. Test Planning Sheets: Test planning sheets are required to be completed by the DPRE for each oral and practical test given. Test planning sheets will be retained by the FSDO in accordance with Order 1350.15B, Records Organization, Transfer, and Destruction Standards. After the test is completed, mark

the planning sheets for each oral question and practical project that was assigned. (See appendix 1, figure 1-10.) The local FSDO may also add information to the planning sheets.

d. Oral Tests Using the PTS.

(1) Oral questioning may be used at any time during the practical test.

(2) The DPRE shall orally quiz the applicant with at least the required number of knowledge (oral) elements. The DPRE must ask at least two oral questions per each selected Task. Each selected Task must be passed in order to pass the Area of Operation.

(3) An applicant's answers to oral questions must show an understanding of the subject and an ability to apply the knowledge. Additional oral questions or exploratory questions may be used, if necessary, to make an objective understanding but will not be considered as part of the test.

(4) To determine if the oral questions are answered correctly, the DPRE must refer to information such as manufacturer's data, Advisory Circulars, 14 CFRs, etc. Be objective in making the determination.

(5) Although the answers to the oral questions should be available in the 14 CFRs, manufacturer's maintenance data, or other related data, the applicant must be able to successfully answer all oral questions without the use of any reference materials.

e. Practical Test Using the PTS.

(1) The Area of Operation corresponding with each certificate and/or rating sought by the applicant shall be tested. In Areas of Operation where a "required" Task is identified, the examiner must test the applicant on that Task and may select additional Tasks, if deemed necessary.

(2) Areas of Operation and/or Task elements may be combined, as needed, to facilitate the applicant in taking the test.

(3) The DPRE shall personally observe all Tasks the applicant performs.

(4) The DPRE must determine if the applicant's project is acceptable. Be objective in making this determination. The applicant must be able to demonstrate satisfactory proficiency and competency using basic skills. The applicant must also demonstrate a return-to-service standard, where applicable, and

demonstrate the ability to locate and apply the required reference materials, where applicable. For instances where a return-to-service standard cannot be achieved, the applicant must be able to explain why the return-to-service standard cannot be met (e.g., tolerances that are outside the manufacturer's limitations).

(5) The DPRE shall provide all tools, equipment, and reference materials to support the test. These materials shall include, but are not limited to, 14 CFRs, Airworthiness Directives, Advisory Circulars, manufacturer's technical and parts manuals, service information, and any other instructions and/or reference materials that are necessary for the objective accomplishment of the assigned Task(s). All reference material shall be unmarked and in good condition. The applicant's use of other reference material that the DPRE has NOT provided is prohibited. Use of nonprogrammable calculators is permitted where appropriate. Applicants may use personal tools and equipment at the discretion of the DPRE.

5-5 RECORDING THE RESULTS OF TESTS.

Record the final results of oral and practical tests on the reverse side of FAA Form 8610-2. When the applicant has demonstrated an acceptable level of competence, workmanship, and safety, check the PASS box for that rating; otherwise, check the FAIL box. Make all entries in permanent ink. (See procedures listed in paragraph 5-8 if the applicant fails.)

5-6. WHEN THE APPLICANT PASSES. When the applicant has passed all the required sections of both the oral and practical tests (or the required Areas of Operation for a test administered under a PTS), the DPRE who administered the test shall:

a. Enter the date the test was completed, sign the form, and enter his or her designation number in the spaces provided on the reverse side of FAA Form 8610-2 (both originals).

b. Require the applicant to complete the APPLICANT'S CERTIFICATION area on the reverse side of FAA Form 8610-2 (both originals), following the DPRE's report. The APPLICANT'S CERTIFICATION area is used to verify the applicant still meets the conditions and requirements of 14 CFR part 65, section 65.11 and 14 CFR part 65, section 65.12.

NOTE: At the time of issuance of FAA Form 8060-4, Temporary Airman Certificate, the inspector and/or the DPRE shall request a telephone number where the applicant may be reached during the next 120 days in the event of application problems. The telephone number shall

be recorded in the REMARKS area on the reverse side of FAA Form 8610-2. If a telephone number is not available, enter "NO TELEPHONE." (See appendix 1, figure 1-3.)

c. Give one original of FAA Form 8610-2 to the applicant.

d. Prepare FAA Form 8060-4 unless otherwise directed by the supervising FSDO. Issue the duplicate copy to the applicant. Forward the original typed copy with the certification file. (See appendix 1, figures 1-7, 1-8, 1-9, and 1-10.)

(1) Printed ink entries may be used for the applicant's copy; however, a typewritten original, signed by the issuing DPRE, must accompany the certification file which must be forwarded to the supervising FSDO **WITHIN 5 CALENDAR DAYS**. The applicant need not sign the copy that is sent to the FSDO, but the DPRE must sign the document.

(2) All original airman certificates will be issued with a unique certificate number assigned by the Airmen Certification Branch (AFS-760) during the processing of the airman file. The airman's SSN can still be collected on FAA Form 8610-2, but the word PENDING shall be placed in the certificate number block III of FAA Form 8060-4, Temporary Airmen Certificate. (See appendix 1, figure 1-7). If the airman does not wish to provide the FAA with his or her SSN, the words DO NOT USE shall be placed in the SSN block of the application. Airman certificates presently using the SSN as a certificate number will continue to be issued with that number unless the applicant requests a unique number. If the airman requests a unique number, when applying for a certificate and/or rating, the word PENDING shall be placed in the certificate number block of FAA Form 8060-4.

(3) Show the assigned seal symbol in Block XIII. (See paragraph 5-11.)

(4) A master parachute rigger will be issued all type ratings that were on the senior parachute rigger certificate, even though tested on only two types.

(5) Request that the applicant turn in the senior parachute rigger certificate, if held, when the applicant is issued a master parachute rigger certificate. Forward the superseded certificate with the certification file.

5-7. APPLICANTS UNDER 18 YEARS OF AGE. An applicant who meets the requirements of part 65, except for 14 CFR part 65, section 65.113(a)(1), may take the parachute rigger tests. However, the applicant must be

informed that if the tests are passed, the parachute rigger certificate will not be issued until the applicant's 18th birthday. For applicants under 18 years of age:

a. Do NOT issue FAA Form 8060-4.

b. On the reverse side of FAA Form 8610-2, under the REMARKS area, put the following statement: The applicant is under 18 years of age. Temporary certificate was not issued. (See appendix 1, figure 1-4.)

c. Send one original of FAA Form 8610-2 to the supervising FSDO WITHIN 5 CALENDAR DAYS.

d. Give to the applicant the completed and signed original of FAA Form 8610-2 and appropriate computerized test report.

e. Instruct the applicant that upon reaching 18 years of age, the applicant may present his or her original of FAA Form 8610-2 and appropriate computerized test report to the nearest FSDO or appropriately rated DPRE, whereupon an FAA Form 8060-4 will be issued with appropriate ratings.

f. When the applicant reaches 18 years of age and presents the appropriate documents, the issuing DPRE shall forward the typed original FAA Form 8060-4; FAA Form 8610-2 (this is the original that was returned to the applicant at the time certification testing was completed); and the appropriate computerized test report to the supervising FSDO WITHIN 5 CALENDAR DAYS after completion of the file. The APPLICANT'S CERTIFICATION area and the FAA INSPECTOR'S REPORT area are the only entries required. The Airmen Certification Branch, AFS-760, is aware of testing procedures for applicants under 18 years of age. The DPRE or inspector should make a copy of FAA Form 8610-2 for the applicant's records.

5-8. WHEN THE APPLICANT FAILS. When the applicant has failed all or any part of the oral and practical tests:

a. Give a completed and signed original of FAA Form 8610-2 to the applicant. It will serve as notification of the ratings passed or failed. Also, it must be presented to a DPRE for retest. Explain to the applicant that the rating(s) failed will have to be retaken in entirety. (See paragraph 5-2c.)

b. Return to the applicant:

(1) Computerized test report.

(2) FAA Form 8610-2 (original) from all previously failed oral and practical tests.

c. Send the certification file to the supervising FSDO WITHIN 5 CALENDAR DAYS.

NOTE: Do NOT hold the file until retesting.

5-9. DISPOSITION OF FILES. DPRES shall carefully check FAA Form 8610-2 to assure that all entries have been properly made. Have the applicant sign his or her copy of FAA Form 8060-4. Check the certification file before the applicant departs from the testing area.

a. Attachments. Check the boxes for each required attachment on the reverse side of FAA Form 8610-2. Record the number of documents in parenthesis following the attachment's name. (See appendix 1, figure 1-3.) The FAA cannot issue a permanent airman certificate unless all required documents are completed and on file to support the issuance of the certificate. Files without supporting information or required documents will be returned.

b. Files shall be forwarded to the supervising FSDO WITHIN 5 CALENDAR DAYS. The supervising FSDO or IFO will forward the files to: Airmen Certification Branch (AFS-760); P.O. Box 25082; Oklahoma City, OK 73125-4940.

c. The DPRE is encouraged to keep a copy of FAA Form 8610-2 for a record of oral and practical tests administered.

d. If the applicant passes, the DPRE shall provide the following:

(1) To the supervising FSDO:

(a) One original FAA Form 8610-2.

(b) Computerized test report, if required.

(c) FAA Form 8060-4 (typed original).

(d) AC Form 8060-1 if test is for added rating or a senior parachute rigger qualifying for master parachute rigger.

(e) If retest, statement complying with section 65.19(b), if retest is within 30 days of previous test.

(f) Test planning sheet.

(g) Seal Symbol Card or Seal Symbol Identification Characters, if applicable.

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate) if the supervising FSDO has authorized the DPRE to issue FAA Form 8060-4.

(b) Original FAA Form 8610-2.

e. If the applicant fails, the DPRE shall provide the following:

(1) To the supervising FSDO:

(a) One original FAA Form 8610-2.

(b) If retest, statement complying with section 65.19(b), if retest is within 30 days of previous test.

(c) Test planning sheet.

(2) To the applicant:

(a) One original FAA Form 8610-2.

(b) Computerized test report, if required.

(c) If retest, FAA Form 8610-2 (original) from previously failed test(s).

f. See the appropriate paragraphs of this order for handling of files for applicants who are under 18 years of age. (See paragraph 5-7.)

5-10. ISSUANCE OF FAA FORM 8060-4 BY A DPRE WHEN ORAL AND PRACTICAL TESTS ARE NOT ADMINISTERED.

a. A new FAA Form 8610-2 is not required in the following instance. The applicant was under 18 years of age when all the required tests were passed, see 14 CFR part 65, section 65.113(a)(1).

b. Require the applicant to complete the APPLICANT'S CERTIFICATION area on the reverse side of FAA Form 8610-2 following the DPRE's report. The APPLICANT'S CERTIFICATION area is used to verify the applicant still meets the conditions and requirements of sections 65.11 and 65.12.

c. The inspector or DPRE issuing FAA Form 8060-4 and submitting the file should not make any entries above the DPRE's signature on the reverse side of FAA Form 8610-2 (with the exception of the REMARKS area). At this time, make the applicant a machine copy (for use in case the certification file is lost).

d. If the applicant meets the requirements of section 65.113 for the certificate requested, the DPRE shall provide the following:

(1) To the supervising FSDO:

(a) FAA Form 8610-2.

(b) Computerized test report, if required.

(c) FAA Form 8060-4 (typed original).

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate).

(b) A machine copy of the original FAA Form 8610-2 (for use in case the certification file is lost).

5-11. ASSIGNMENT OF SEAL SYMBOL. At the time of initial certification, each parachute rigger will be assigned an identification seal symbol. The FSDO in need of seal symbols will contact AFS-760 and request seal symbols. AFS-760 will send them a list of seal symbols that can be assigned.

NOTE: When the current supply of FAA Form 3318, Parachute Rigger Seal Symbol Assignment Card, has been used, FAA Form 3318 will be discontinued.

5-12. RECONSTRUCTION OF A LOST CERTIFICATION FILE.

a. A COPY of the original FAA Form 8610-2, and FAA Form 8060-4 with appropriate signatures on both forms is required. If no copy exists, the information that appeared on the original application shall be provided on a new FAA Form 8610-2 and FAA Form 8060-4, complete with signatures (applicant, DPRE, and inspector).

b. AFS-760 will furnish the duplicate test report(s) provided they are furnished with the approximate date(s) of the computer knowledge test(s).

c. In the upper right-hand block of FAA Form 8610-2 the wording "RECONSTRUCTED FILE" must appear in RED ink.

d. All information regarding the certification file must be forwarded through the FSDO or IFO to: FAA; ATTN: Airmen Certification Branch (AFS-760); P.O. Box 25082; Oklahoma City, OK 73125-4940.

APPENDIX 1. EXAMPLE FORMS
FIGURE 1-1. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

(Typical entries for senior parachute rigger.)

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No. 2120-0022

AIRMAN CERTIFICATE AND/OR RATING APPLICATION																																									
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> MECHANIC <input type="checkbox"/> AIRFRAME <input type="checkbox"/> POWERPLANT </div> <div> <input type="checkbox"/> REPAIRMAN </div> <div> <input checked="" type="checkbox"/> PARACHUTE RIGGER <input checked="" type="checkbox"/> SENIOR <input checked="" type="checkbox"/> SEAT <input checked="" type="checkbox"/> BACK </div> <div> <input type="checkbox"/> MASTER <input checked="" type="checkbox"/> CHEST <input type="checkbox"/> LAP </div> </div>																																									
(Specify Rating)																																									
APPLICATION FOR: <input checked="" type="checkbox"/> ORIGINAL ISSUANCE <input type="checkbox"/> ADDED RATING																																									
A. NAME (First, Middle, Last) John Paul Jones					K. PERMANENT MAILING ADDRESS 6305 S.W. 59th Street NUMBER AND STREET, P.O. BOX, ETC Oklahoma City CITY Oklahoma 73119-9999 STATE ZIP CODE																																				
B. SOCIAL SECURITY NO. 555-55-5555					C. DOB (Mo., Day, Yr.) 08-30-1962		D. HEIGHT 72 IN.		E. WEIGHT 180																																
F. HAIR Black		G. EYES Brown		H. SEX M		I. NATIONALITY (Citizenship) U.S.A.																																			
J. PLACE OF BIRTH Gas City, Indiana																																									
L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," explain on an attached sheet keying to appropriate item number)					M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY TYPE:																																				
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?					<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES →																																				
II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—																																									
<input checked="" type="checkbox"/> A. CIVIL EXPERIENCE <input type="checkbox"/> B. MILITARY EXPERIENCE <input type="checkbox"/> C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)																																									
<input type="checkbox"/> D. GRADUATE OF APPROVED COURSE (1) NAME AND LOCATION OF SCHOOL (2) SCHOOL NO. (3) CURRICULUM FROM WHICH GRADUATED (4) DATE																																									
<input type="checkbox"/> E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) (1) SCHOOL NAME NO (2) SCHOOL OFFICIAL'S SIGNATURE																																									
<input type="checkbox"/> F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) (1) DATE AUTH. (2) DATE AUTH. EXPIRES (3) FAA INSPECTOR SIGNATURE (4) FAA DIST OFF																																									
III. RECORD OF EXPERIENCE																																									
A. MILITARY COMPETENCE OBTAINED IN (1) SERVICE (2) RANK OR PAY LEVEL (3) MILITARY SPECIALTY CODE																																									
B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">DATES—MONTH AND YEAR</th> <th rowspan="2">EMPLOYER AND LOCATION</th> <th rowspan="2">TYPE WORK PERFORMED</th> </tr> <tr> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										DATES—MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED	FROM	TO																										
DATES—MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED																																						
FROM	TO																																								
C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SEAT</th> <th>CHEST</th> <th>BACK</th> <th>LAP</th> <th>FOR MASTER RATING ONLY</th> <th>PACKED AS A —</th> </tr> </thead> <tbody> <tr> <td>45</td> <td>60</td> <td>100</td> <td> </td> <td> </td> <td> <input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER </td> </tr> </tbody> </table>										SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A —	45	60	100			<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER																				
SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A —																																				
45	60	100			<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER																																				
IV. APPLICANT'S CERTIFICATION																																									
I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE A. SIGNATURE John P. Jones B. DATE 10-15-2002																																									
V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.																																									
FOR FAA USE ONLY																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Emp.</th> <th>reg.</th> <th>D.O.</th> <th>exam</th> <th>con.</th> <th>bas.</th> <th>Act.</th> <th>lev.</th> <th>TR</th> <th>s.h.</th> <th>Stch</th> <th>inte.</th> <th>RATING (1)</th> <th>RATING (2)</th> <th>RATING (3)</th> <th>RATING (4)</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table>										Emp.	reg.	D.O.	exam	con.	bas.	Act.	lev.	TR	s.h.	Stch	inte.	RATING (1)	RATING (2)	RATING (3)	RATING (4)																
Emp.	reg.	D.O.	exam	con.	bas.	Act.	lev.	TR	s.h.	Stch	inte.	RATING (1)	RATING (2)	RATING (3)	RATING (4)																										
INSPECTOR'S SIGNATURE Walter J. Bridges DATE 10-15-2002 FAA DISTRICT OFFICE OKC-FSDO-15																																									

FIGURE 1-2. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

(Typical entries for master parachute rigger.)

TYPE OR PRINT ALL ENTRIES IN INK.

Form Approved OMB No. 2120-0022



AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☐ MECHANIC
☐ AIRFRAME
☐ POWERPLANT

☐ REPAIRMAN☐ PARACHUTE RIGGER

☒ MASTER
☒ CHEST
☐ LAP

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICATION INFORMATION	A. NAME (First, Middle, Last) John Paul Jones				K. PERMANENT MAILING ADDRESS 6305 S.W. 59th Street			
	B. SOCIAL SECURITY NO. 555-55-5555		C. DOB (Mo., Day, Yr.) 08-30-1962		D. HEIGHT 72 IN.		E. WEIGHT 180	
	F. HAIR Black	G. EYES Brown	H. SEX M	I. NATIONALITY (Citizenship) U.S.A.			NUMBER AND STREET, P.O. BOX, ETC Oklahoma City	
	J. PLACE OF BIRTH Gas City, Indiana				CITY Oklahoma		ZIP CODE 73119-9999	
	L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," explain on an attached sheet keying to appropriate item number)				M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY TYPE: _____			
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES →								DATE OF FINAL CONVICTION
II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—	<input checked="" type="checkbox"/> A. CIVIL EXPERIENCE							
	<input type="checkbox"/> B. MILITARY EXPERIENCE							
	<input type="checkbox"/> C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)							
	<input type="checkbox"/> D. GRADUATE OF APPROVED COURSE							
	<input type="checkbox"/> E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)							
III. RECORD OF EXPERIENCE	(1) NAME AND LOCATION OF SCHOOL		(2) SCHOOL NO.		(3) CURRICULUM FROM WHICH GRADUATED		(4) DATE	
	(1) SCHOOL NAME		NO		(2) SCHOOL OFFICIAL'S SIGNATURE			
	F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)		(1) DATE AUTH.		(2) DATE AUTH. EXPIRES		(3) FAA INSPECTOR SIGNATURE	
	(4) FAA DIST OFF							
	A. MILITARY COMPETENCE OBTAINED IN		(1) SERVICE		(2) RANK OR PAY LEVEL		(3) MILITARY SPECIALTY CODE	
	B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)							
	DATES—MONTH AND YEAR		EMPLOYER AND LOCATION				TYPE WORK PERFORMED	
	FROM TO							
	01-15-1990 10-15-2002		Edmonds Porta-Loft Downtown Air Park, OKC				Inspected, repaired, and repacked parachutes under the supervision of master rigger John Edmonds.	
C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED		SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY		
			103	110		PACKED AS A — <input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER		
IV. APPLICANT'S CERTIFICATION		I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE						B. DATE
A. SIGNATURE John P. Jones		INSPECTOR'S SIGNATURE Walter J. Bridges						10-15-2002
V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.		DATE 10-15-2002	FAA DISTRICT OFFICE OKC-FSDO-15					
FOR FAA USE ONLY								
Emp.	reg.	D.O.	self	com	ass	Act	inv	TR
RATING (1)								
RATING (2)								
RATING (3)								
RATING (4)								
LIMITATIONS								

4/15/04

8610.5J

Appendix 1

FIGURE 1-3. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE) (Typical entries for master senior parachute rigger.)

Results of Oral and Practical Tests

MECHANIC										PARACHUTE RIGGER			
I. GENERAL — Airframe and Powerplant													
ORAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
QUES. NO.													
PRACTICAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
PROJ. NO.													
II. AIRFRAME STRUCTURES													
ORAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
QUES. NO.													
PRACTICAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
PROJ. NO.													
III. AIRFRAME SYSTEMS AND COMPONENTS													
ORAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
QUES. NO.													
PRACTICAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
PROJ. NO.													
IV. POWERPLANT THEORY AND MAINTENANCE													
ORAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
QUES. NO.													
PRACTICAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
PROJ. NO.													
V. POWERPLANT SYSTEMS AND COMPONENTS													
ORAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
QUES. NO.													
PRACTICAL TEST		PASS		<input type="checkbox"/>		EXPIRATION DATE:		FAIL		<input type="checkbox"/>			
PROJ. NO.													

Telephone (999) 999-9999

Oklahoma Driver's License #55555555

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED
THE RESULT AS:

☒ APPROVED (Temporary Certificate Issued)
☐ DISAPPROVED

☐ APPROVED (Temporary Certificate NOT issued)
☐ FAR 65.80—ORAL/PRACTICAL PASSED

ATTACH- MENTS:	<input checked="" type="checkbox"/> REPORT OF WRITTEN TEST (1)	<input type="checkbox"/> SUPERSEDED CERTIFICATE	<input type="checkbox"/> LETTER
	<input checked="" type="checkbox"/> FAA FORM 8610-2 (1)	<input checked="" type="checkbox"/> TEMPORARY CERTIFICATE (1)	<input checked="" type="checkbox"/> SEAL SYMBOL CARD
DATE TEST COMPLETED 10-20-2002	EXAMINER'S SIGNATURE David O. Thompson	DESIGNATION NO. 1902527	

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE

John P. Jones

B. DATE **10-20-2002**

FAA INSPECTOR'S REPORT

I HAVE —

☒ EXAMINED THIS APPLICANT'S PAPERS.

☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT —

☐ APPROVED
☐ DISAPPROVED

PARACHUTE SEAL
SYMBOL ASSIGNED

☐ ANSWER SHEET GRADED
(Military Competency)

DATE
10-27-2002

INSPECTOR'S SIGNATURE
Walter J. Bridges

FAA DISTRICT OFFICE
OKC-FSDO-15

Appendix 1

FIGURE 1-4. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE) (Typical entries for when applicant is under 18 years of age.)

Results of Oral and Practical Tests

MECHANIC										PARACHUTE RIGGER									
I. GENERAL — Airframe and Powerplant																			
ORAL TEST										PARACHUTE RIGGER									
PASS <input type="checkbox"/>										PASS <input checked="" type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
QUEST. NO.										QUEST. NO.									
PRACTICAL TEST										PRACTICAL TEST									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
PROJ. NO.										PROJ. NO.									
II. AIRFRAME STRUCTURES																			
ORAL TEST										PARACHUTE RIGGER									
PASS <input type="checkbox"/>										PASS <input checked="" type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
QUEST. NO.										QUEST. NO.									
PRACTICAL TEST										PRACTICAL TEST									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
PROJ. NO.										PROJ. NO.									
III. AIRFRAME SYSTEMS AND COMPONENTS																			
ORAL TEST										PARACHUTE RIGGER									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
QUEST. NO.										QUEST. NO.									
PRACTICAL TEST										PRACTICAL TEST									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
PROJ. NO.										PROJ. NO.									
IV. POWERPLANT THEORY AND MAINTENANCE																			
ORAL TEST										PARACHUTE RIGGER									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
QUEST. NO.										QUEST. NO.									
PRACTICAL TEST										PRACTICAL TEST									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
PROJ. NO.										PROJ. NO.									
V. POWERPLANT SYSTEMS AND COMPONENTS																			
ORAL TEST										PARACHUTE RIGGER									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
QUEST. NO.										QUEST. NO.									
PRACTICAL TEST										PRACTICAL TEST									
PASS <input type="checkbox"/>										PASS <input type="checkbox"/>									
EXPIRATION DATE:										EXPIRATION DATE:									
FAIL <input type="checkbox"/>										FAIL <input type="checkbox"/>									
PROJ. NO.										PROJ. NO.									

Telephone (999) 999-9999

Oklahoma Driver's License #111223333

The applicant is not 18 years old.

A temporary certificate was not issued.

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED
THE RESULT AS:
☐ APPROVED (Temporary Certificate Issued)
☐ DISAPPROVED

☒ APPROVED (Temporary Certificate NOT Issued)
☐ FAIL 85.80—ORAL/PRACTICAL PASSED
ATTACH-
MENTS:
☐ REPORT OF WRITTEN TEST
☒ FAA FORM 8610-2 (1)

☐ SUPERSEDED CERTIFICATE
☐ TEMPORARY CERTIFICATE

☐ LETTER
☐ SEAL SYMBOL CARD

DATE TEST COMPLETED

10-15-2002

EXAMINER'S SIGNATURE

David O. Thompson

DESIGNATION NO.

1902527

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8610-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ YES If "Yes," explain on an attached sheet.B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐ NO ☐ YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE

B. DATE

FAA INSPECTOR'S REPORT

I HAVE —

☒ EXAMINED THIS APPLICANT'S PAPERS.
☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT —

☐ APPROVED
☐ DISAPPROVED
PARACHUTE SEAL
SYMBOL ASSIGNED
☐ ANSWER SHEET GRADGO
 (Military Competency)
DATE
10-25-2002INSPECTOR'S SIGNATURE
Walter J. BridgesFAA DISTRICT OFFICE
OKC-FSDO-15

FIGURE 1-5. EXAMPLE STATEMENT OF ADDITIONAL INSTRUCTION

<p style="text-align: center;">STATEMENT OF ADDITIONAL INSTRUCTION</p> <p>October 21, 2002</p> <p>To whom it may concern:</p> <p>I certify that I have given Mr. Ralph Porter at least 5 hours of additional instruction in the type ratings failed on the Senior Parachute Rigger oral and practical test taken October 20, 2002.</p> <p>I consider Mr. Porter ready for retesting.</p> <p><i>Floyd E. Long</i></p> <p>Floyd E. Long Senior Parachute Rigger Seat, Back, and Chest Ratings 1404108</p>

FIGURE 1-6. AIRMAN COMPUTER TEST REPORT FOR RIG

**MUST have a RAISED, EMBOSSED SEAL.
CANNOT be a machine copy.**

**FEDERAL AVIATION ADMINISTRATION
AIRMAN TEST REPORT**

EXAM TITLE: Parachute Rigger – Senior (RIG)
NAME: Jones David John
ID NUMBER: 123456789 **TAKE:** 1
DATE: 08/14/2002 **SCORE:** 89 **GRADE:** Pass

Below are subject matter knowledge codes in which questions were answered incorrectly. See the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: <<http://www.fedworld.gov/pub/faa-att>>, for code descriptions. A single code may represent more than one incorrect response.

A03 A04 C01 H02 J02 K02 K03 M04 O02

EXPIRATION DATE: 08/31/2004

DO NOT LOSE THIS REPORT

Authorized instructor's statement. (If Applicable)

I have given Mr./Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last _____ **Initial** _____ **Cert. No.** _____ **Type** _____
(Print Clearly)

Signature _____

FIGURE 1-7. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
(Original issuance with Social Security Number NOT provided.)

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. Pending	
THIS CERTIFIES THAT IV. Frank Alvin Adams V. 2530 S.W. 57th Street Oklahoma City, OK 73119-9999							
DATE OF BIRTH 09-13-1962	HEIGHT 72 IN.	WEIGHT 180 T	HAIR Black	EYES Blue	SEX M	NATIONALITY U.S.A.	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of SENIOR PARACHUTE RIGGER							
RATINGS AND LIMITATIONS XII. Seat, Chest, and Back types <div align="right">S A M P L E</div>							
XIII. Seal Symbol – KRR							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1404108		
X. DATE OF ISSUANCE 06-02-2002		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Floyd E. Long</i> Floyd E. Long			DATE DESIGNATION EXPIRES 10-31-2002		
VII. AIRMAN'S SIGNATURE							
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

FIGURE 1-8. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

(Although this is an original issuance, the superseded airman certificate block will be used if the applicant holds a senior parachute rigger certificate.)

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. Pending	
THIS CERTIFIES THAT IV. Frank Alvin Adams V. 2530 S.W. 57th Street Oklahoma City, OK 73119-9999							
DATE OF BIRTH 09-13-1962	HEIGHT 72 IN.	WEIGHT 180 T	HAIR Black	EYES Blue	SEX M	NATIONALITY U.S.A.	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of MASTER PARACHUTE RIGGER							
RATINGS AND LIMITATIONS XII. Seat, Chest, and Back types <div style="text-align: right;">S A M P L E</div>							
XIII. Seal Symbol – KRR							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE 09-10-1998		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1404108		
X. DATE OF ISSUANCE 05-10-2002		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Floyd E. Long</i> Floyd E. Long			DATE DESIGNATION EXPIRES 10-31-2002		
VII. AIRMAN'S SIGNATURE							
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

FIGURE 1-9. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
(Reissuance retaining original certificate number.)

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE						III. CERTIFICATE NO. 123456	
THIS CERTIFIES THAT IV. Frank Alvin Adams V. 2530 S.W. 57th Street Oklahoma City, OK 73119-9999							
DATE OF BIRTH 09-13-1962	HEIGHT 72 IN.	WEIGHT 180 T	HAIR Black	EYES Blue	SEX M	NATIONALITY U.S.A.	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of SENIOR PARACHUTE RIGGER							
RATINGS AND LIMITATIONS XII. Seat, Chest, and Back types <div align="center">S A M P L E</div>							
XIII. Seal Symbol – KRR							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE 09-10-1998		
BY DIRECTION OF THE ADMINISTRATOR					EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1404108		
X. DATE OF ISSUANCE 05-10-2002		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Floyd E. Long</i> Floyd E. Long			DATE DESIGNATION EXPIRES 10-31-2002		
VII. AIRMAN'S SIGNATURE							
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

FIGURE 1-10. EXAMPLE OF PARACHUTE RIGGER ORAL/PRACTICAL TEST PLANNING SHEET

PARACHUTE RIGGER ORAL/PRACTICAL TEST PLANNING SHEET

SENIOR ☐ BACK ☐ CHEST ☐ SEAT **MASTER** ☐ BACK ☐ CHEST ☐ SEAT

INSTRUCTIONS FOR MARKING THE TEST PLANNING SHEET

1. Mark the above circle/s for the test/s you are planning.
2. Highlight or mark the ORAL QUESTIONS and PRACTICAL PROJECTS you plan to use.
3. Following the applicant's response or skill demonstration, mark ☐ for pass, or ☐ for fail.

The questions and projects are arranged in vertical sequence as indicated by the numbers.

ORAL TEST

	A	B	C	D	E	F	G
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

O R A L

PRACTICAL TEST

	A	B	C	D	E	F	G
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

P R A C T I C A L

APPLICANT NAME _____

TEST DATE _____

EXPIRE NO. _____

APPENDIX 2. INSTRUCTIONS FOR COMPLETING FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

1. This appendix explains the procedures to be followed when applicants, DPREs, and inspectors complete FAA Form 8610-2.

- a. The DPRE or inspector shall provide FAA Form 8610-2 to the applicant.
- b. The applicant must complete two originals of FAA Form 8610-2 before testing begins.
- c. The DPRE or inspector shall give detailed instruction(s) for correctly completing FAA Form 8610-2.

NOTE: The inspector or DPRE shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.

- d. All entries on FAA Form 8610-2 shall be made with permanent dark ink or typewritten.

NOTE: When you make a correction, cross out and initial the mistake. Do NOT use correction fluid (white out).

e. All signatures shall be original, in dark ink, with name printed in dark ink or typewritten below or beside the signature.

f. All dates shall be entered using eight-digit numeric characters (e.g., 05-05-2002). (The dates shall not be entered as May 5, 2002 or 05-05-02.)

FIGURE 2-1. PRIVACY ACT

TEAR OFF BEFORE USE	<small>U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION</small>	SUPPLEMENTAL INFORMATION
AIRMAN CERTIFICATE AND/OR RATING APPLICATION — PRIVACY ACT This supplements the form appearing below. Airman Certificate and/or Rating Application. The information on the form is solicited under authority of the Federal Aviation Regulations, Part 65. Submission of all the data is mandatory except for Social Security Account Number which is voluntary. The purpose of this information is to establish eligibility for certification and/or airman rating. The data will be used to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating. Certification cannot be completed unless the data is complete. Disclosure of your Social Security Account Number is optional: Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross referenced with your SSAN and airman number to provide prompt access. In event of nondisclosure a unique number will be assigned to your file.		

FAA FORM 8610-2 (2-85)

Detach this part before using form below.

2. The DPRE or inspector shall advise the applicant to read the PRIVACY ACT on FAA Form 8610-2. The PRIVACY ACT is to be removed before FAA Form 8610-2 is used. (For an example, see figure 2-1.)

FIGURE 2-2. TOP SECTION

TYPE OR PRINT ALL ENTRIES IN INK		Form Approved OMB No. 2120-0022
<small>U.S. Department of Transportation Federal Aviation Administration</small> AIRMAN CERTIFICATE AND/OR RATING APPLICATION <input type="checkbox"/> MECHANIC <input type="checkbox"/> AIRFRAME <input type="checkbox"/> POWERPLANT <input type="checkbox"/> REPAIRMAN <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <small>(Specify Rating)</small>	<input type="checkbox"/> PARACHUTE RIGGER <input type="checkbox"/> SENIOR <input type="checkbox"/> SEAT <input type="checkbox"/> BACK <input checked="" type="checkbox"/> MASTER <input type="checkbox"/> CHEST <input type="checkbox"/> LAP	
APPLICATION FOR: <input type="checkbox"/> ORIGINAL ISSUANCE <input checked="" type="checkbox"/> ADDED RATING		

3. The applicant shall complete the TOP SECTION of FAA Form 8610-2. (For an example, see figure 2-2.)

- a. The applicant must check the PARACHUTE RIGGER box.

b. The applicant must check the appropriate box(es) for the certificate and rating(s) sought; (e.g., SENIOR or MASTER and SEAT, BACK, CHEST and/or LAP).

c. The applicant must check either the ORIGINAL ISSUANCE or the ADDED RATING box. The ADDED RATING box will only be checked when the applicant has a parachute rigger certificate and is actually adding a rating.

NOTE: No other boxes are checked on the TOP SECTION of FAA Form 8610-2 by a parachute rigger applicant.

FIGURE 2-3. BLOCK I—APPLICANT INFORMATION

I. APPLICATION INFORMATION	A. NAME (First, Middle, Last)					K. PERMANENT MAILING ADDRESS	
	B. SOCIAL SECURITY NO.		C. DOB (Mo., Day, Yr.)		D. HEIGHT IN.	E. WEIGHT	NUMBER AND STREET, P.O. BOX, ETC
	F. HAIR	G. EYES	H. SEX	I. NATIONALITY (Citizenship)		CITY	
	J. PLACE OF BIRTH					STATE ZIP CODE	
	L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? <input type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," explain on an attached sheet keying to appropriate item number)					M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES SPECIFY TYPE:	
	N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? <input type="checkbox"/> NO <input type="checkbox"/> YES					DATE OF FINAL CONVICTION	

4. BLOCK I—APPLICANT INFORMATION The DPRE or inspector shall advise the applicant to read the fine print. (For an example, see figure 2-3.)

a. ITEM A—NAME (First, Middle, Last)

(1) The applicant shall enter his or her legal name; however, for record purposes, no more than one middle name shall be entered. The applicant's name shall not be changed on the subsequent FAA Form 8610-2 unless it is done in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 65, section 65.16. If the applicant's name exceeds the number of characters allowed (50, including spaces), the Airmen Certification Branch, AFS-760, will make necessary changes to allow for computer acceptance.

(2) If the applicant has no middle name, the applicant shall enter NMI (no middle initial) or NMN (no middle name).

(3) If the applicant has initial(s) only, the applicant shall enter those initials and then enter INITIAL ONLY.

(4) If the applicant is a junior, III, IV, etc., the applicant will so indicate.

NOTE: If the applicant already has an FAA parachute rigger certificate, the name on FAA Form 8610-2 must be the same as the name on the FAA parachute rigger certificate unless it is changed in accordance with section 65.16.

b. ITEM B—SOCIAL SECURITY NO.

(1) Completing item B is optional (see PRIVACY ACT).

(2) The applicant shall either enter his or her Social Security Number or enter one of the following notations: DO NOT USE or NONE.

c. ITEM C—DOB (Mo., Day, Yr.)

(1) The applicant shall enter all dates using eight-digit numeric characters (e.g., 07-09-1945). (The dates shall not be entered as July 9, 1945 or 07-09-45.)

(2) The DPRE or inspector shall verify the date of birth (DOB). The DOB is a problem area.

(3) If the applicant has other FAA certificate(s), the DPRE or inspector shall verify that the DOB is the same as that entered on the FAA Form 8610-2.

d. ITEM D—HEIGHT

(1) The applicant shall enter his or her height in inches. For example, if the applicant were 5'9", the applicant would enter 69.

(2) The applicant will use whole inches only. No fractions shall be used.

e. ITEM E—WEIGHT

- (1) The applicant shall enter his or her weight in pounds.
- (2) The applicant will use whole pounds only. No fractions shall be used.

f. ITEM F—HAIR

- (1) The applicant shall spell out the color of his or her hair or use an abbreviation that cannot be confused with another color.
- (2) Acceptable hair colors are: brown, black, blond, gray, and red.
- (3) If the applicant is bald, enter BALD.
- (4) If the applicant is wearing a wig or toupee, enter the color of hair under the wig or toupee.

g. ITEM G—EYES

- (1) The applicant shall spell out the color of his or her eyes or use an abbreviation that cannot be confused with another color.
- (2) Acceptable eye colors are: brown, black, blue, hazel, gray, and green.

h. ITEM H—SEX

- (1) If the applicant is a male, he will enter M.
- (2) If the applicant is a female, she will enter F.

i. ITEM I—NATIONALITY (Citizenship)

- (1) The applicant shall enter the country in which he or she maintains citizenship.
- (2) The applicant's nationality must be one listed in appendix 3.
- (3) Dual citizenship will be accepted. (Example: USA/CANADA.)
- (4) Stateless is acceptable, if appropriate.

j. ITEM J—PLACE OF BIRTH

- (1) If the applicant was born in the U.S., the applicant shall enter the city and state.
- (2) If the city is unknown, enter the county and state.
- (3) If the applicant was born outside of the U.S., the applicant shall enter the name of the city and country, or province and country. If the applicant was NOT born in a city and county or a province and country, (e.g., Middle of Atlantic Ocean on the HMS Queen Victoria), that information shall be entered in the REMARKS area.

k. ITEM K—PERMANENT MAILING ADDRESS

- (1) **NUMBER AND STREET, P.O. BOX, ETC** The applicant shall enter this information above the first dotted line. This information shall not exceed 33 characters, including spaces.
- (2) **CITY** The applicant shall enter this information above the second dotted line. The city name shall not exceed 17 characters, including spaces. When necessary, the applicant shall abbreviate the address (not to exceed 17 characters, including spaces).
- (3) **STATE** The applicant shall enter this information above the third dotted line.
- (4) **ZIP CODE** The applicant shall enter this information above the third dotted line.

NOTE: A post office address is not acceptable for the purpose of applying for an airman certificate, unless the applicant resides on a rural route, a boat, or in some other manner that requires the use of a post office box or rural route for an address. If a P.O. Box or rural route is used, the applicant must furnish (on a separate sheet of paper) the directions required to find his or her residence. This becomes part of the certification file and must be signed by the applicant. EXAMPLE: "I live 2 miles north of state highway 12 on Mockingbird Lane in a two-story house with a barn in the back." (The applicant must sign this statement.) Two copies are required.

l. ITEM L—HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?

- (1) The applicant shall check either the **YES** box or the **NO** box. (A student pilot certificate is a pilot certificate.)
- (2) If the YES box is checked, refer to sections 65.11(c), 65.11(d), and 65.12.
- (3) If the DPRE or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO for clarification and assistance.

m. ITEM M— DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?

- (1) The applicant shall check either the YES box or the NO box.
- (2) If the applicant checks the YES box, the applicant must make an entry by the SPECIFY TYPE area.
- (3) The types of certificates that shall be entered in the SPECIFY TYPE area are: pilot, mechanic, parachute rigger, repairman, etc. (A student pilot certificate is a pilot certificate.)

NOTE: An IA, DME, DPRE, etc., are not FAA certificates.

n. ITEM N—HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?

- (1) The applicant shall check either the YES box or the NO box.
- (2) If the applicant checks the YES box, the applicant must make an entry by the DATE OF FINAL CONVICTION area. Refer to section 65.12.
- (3) If the DPRE or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO for clarification and assistance.

FIGURE 2-4. BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF —

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—	<input type="checkbox"/> A. CIVIL EXPERIENCE		<input checked="" type="checkbox"/> B. MILITARY EXPERIENCE		C. <input type="checkbox"/> LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)	
	(1) NAME AND LOCATION OF SCHOOL					
	<input type="checkbox"/> D. GRADUATE OF APPROVED COURSE	(2) SCHOOL NO.	(3) CURRICULUM FROM WHICH GRADUATED			(4) DATE
	E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)		(1) SCHOOL NAME		NO	(2) SCHOOL OFFICIAL'S SIGNATURE
	<input type="checkbox"/> F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)		(1) DATE AUTH.	(2) DATE AUTH. EXPIRES	(3) FAA INSPECTOR SIGNATURE	(4) FAA DIST OFC.

5. BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF — (For an example, see figure 2-4.)

a. A parachute rigger applicant will check item A. CIVIL EXPERIENCE, item B. MILITARY EXPERIENCE, or both depending on where the required number of parachutes was packed. No other items in Block II pertain to parachute rigger applicants.

- (1) **ITEM A—CIVIL EXPERIENCE** If practical experience was gained in civil activity, the applicant will check item A.
- (2) **ITEM B—MILITARY EXPERIENCE** If practical experience was gained in military activity, the applicant will check item B. If practical experience was gained in both civil activity and military activity, the applicant will check item A and item B.
- (3) **ITEM C—LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)** An applicant shall never check item C.

FIGURE 2-5. BLOCK III—RECORD OF EXPERIENCE

III. RECORD OF EXPERIENCE	A. MILITARY COMPETENCE OBTAINED IN		(1) SERVICE		(2) RANK OR PAY LEVEL		(3) MILITARY SPECIALTY CODE	
	B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)							
	DATES—MONTH AND YEAR		EMPLOYER AND LOCATION				TYPE WORK PERFORMED	
	FROM	TO						
C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED			SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A — <input type="checkbox"/> SENIOR RIGGER <input checked="" type="checkbox"/> MILITARY RIGGER

6. BLOCK III—RECORD OF EXPERIENCE (For an example, see figure 2-5.)

a. ITEM A—MILITARY COMPETENCE OBTAINED IN When the applicant has gained all or part of the required experience in the military, the following items will be completed:

- (1) **ITEM A(1)—SERVICE** The applicant shall enter the branch of service where experience was received (e.g., Army, Navy, etc.).
- (2) **ITEM A(2)—RANK OR PAY LEVEL** The applicant shall enter his or her highest rank or pay level.
- (3) **ITEM A(3)—MILITARY SPECIALTY CODE** The applicant shall enter his or her military specialty code (or equivalent depending on branch of military service applicable).

NOTE: Before an applicant will be authorized to take a parachute rigger computer knowledge test, an inspector will review the applicant's documents and records. The inspector will determine that the applicant is eligible to take the appropriate parachute rigger computer knowledge test as required by sections 65.115, 65.117, and 65.119.

b. ITEM B—APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

- (1) When the applicant's experience was gained in civil and/or military activity, the applicant's experience will be entered in item B. (See sections 65.115, 65.117, or 65.119.)

- (2) The applicant's experience must meet the requirements listed in sections 65.115, 65.117, or 65.119.

(3) For a master parachute rigger applicant, the experience gained in the military and/or civil activity must be documented in Block III. (The experience must be documented because it has never been recorded on an official FAA Form 8610-2.) There must be enough time and experience documented to satisfy the requirements of section 65.119(a). The inspector shall advise applicants that the experience used to show qualifications (prior to taking the master parachute rigger computer knowledge test) must now be recorded on the FAA Form 8610-2 for an airman certificate. The master parachute rigger applicant must complete the following parts of item B:

(a) **DATES—MONTH AND YEAR** The applicant shall enter his or her dates of employment in this area. The applicant shall enter all dates using eight-digit numeric characters (e.g., 04-20-2002). (The dates shall not be entered as April 20, 2002 or 04-20-02.) (Please note, the form does not state the "day" is required; however, the "day" is required by AFS-760.)

(b) **EMPLOYER AND LOCATION** The applicant will enter the employer's name and location (city and state) in this area.

(c) **TYPE WORK PERFORMED** The applicant will enter the type of work performed in this area. The type of work must meet the experience requirements of section 65.119(b)(1) and/or section 65.119(b)(2). If all of the applicant's experience cannot be recorded in item B, the applicant may use additional sheets of paper. (See appendix 1, figure 1-2.)

(4) DPREs are not required to see the physical documents and records reflected on the FAA Form 8610-2 to satisfy the experience requirements of section 65.119.

c. ITEM C—PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED

(1) SEAT, CHEST, BACK, and/or LAP. Senior and master parachute rigger applicants must indicate the number of parachutes packed in each appropriate box.

(2) SENIOR RIGGER or MILITARY RIGGER. Master parachute rigger applicants must indicate if these parachutes were packed as a SENIOR RIGGER and/or MILITARY RIGGER by checking the appropriate box.

NOTE: A master parachute rigger applicant may have packed the necessary number of parachutes without being either a senior or military rigger.

FIGURE 2-6. BLOCK IV—APPLICANT'S CERTIFICATION

IV. APPLICANT'S CERTIFICATION	I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE A. SIGNATURE	B. DATE
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7. BLOCK IV—APPLICANT'S CERTIFICATION (For an example, see figure 2-6.)

a. Prior to the applicant signing Block IV, the following must be completed:

(1) **ITEM A—SIGNATURE** The inspector will have the applicant review the FAA Form 8610-2 before the applicant signs his or her name. (If someone other than the applicant prepared the FAA Form 8610-2, the applicant should review the FAA Form 8610-2 carefully.)

(a) The FAA Form 8610-2 shall be signed as the applicant normally signs his or her name.

(b) For verification purposes, the inspector shall require the applicant to provide identification showing a photograph and signature.

1 A drivers license, military identification, passport, etc., may be used for verification.

2 The name and number of the document used for verification will be recorded in the REMARKS area.

(See appendix 1, figures 1-3 and 1-4.)

(c) The inspector shall explain that the applicant's signature is a certification of true and correct information appearing on the FAA Form 8610-2. False statements or false information for which the applicant has signed may be grounds to revoke all FAA certificates he or she may possess.

(2) **ITEM B—DATE** The applicant shall enter the date the FAA Form 8610-2 was signed.

NOTE: Prior to giving the oral and practical tests, the DPRE will ask the applicant for identification to reverify the information shown on the FAA Form 8610-2.

FIGURE 2-7. BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS	DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
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8. BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS

a. Prior to the inspector signing Block V, the following must be completed:

b. DATE The inspector shall enter the date the authorization took place using eight-digit numeric characters (e.g., 04-20-2002). (The dates shall not be entered as April 20, 2002 or 04-20-02.)

c. INSPECTOR'S SIGNATURE The inspector will sign his or her name and also print his or her name in this area.

d. FAA DISTRICT OFFICE The inspector will provide the office identifier.

FIGURE 2-8. FOR FAA USE ONLY

FOR FAA USE ONLY															
Emp.	eg.	D.O.	sal	con	iss	Act	lev	TR	s.h.	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)
LIMITATIONS															

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

9. FOR FAA USE ONLY Applicants and DPRES are to disregard this area. This area is for FAA use only. (For an example, see figure 2-8.)

FIGURE 2-9. FAA INSPECTOR'S REPORT

FAA INSPECTOR'S REPORT		
I HAVE — <input type="checkbox"/> EXAMINED THIS APPLICANT'S PAPERS. <input type="checkbox"/> PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.	WITH THE INDICATED RESULT — <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	PARACHUTE SEAL SYMBOL ASSIGNED _____ <input type="checkbox"/> ANSWER SHEET GRADED (Military Competency)
DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE

10. FAA INSPECTOR'S REPORT (See the reverse side of FAA Form 8610-2.)

a. The inspector will NOT check the APPROVED box or the DISAPPROVED box unless he or she has PERSONALLY given the applicant the oral and practical test.

b. The inspector will check ONLY the EXAMINED THIS APPLICANT'S PAPERS box.

(1) The inspector shall enter the date in the DATE box using eight-digit numeric characters (e.g., 04-20-2002). (The dates shall not be entered as April 20, 2002 or 04-20-02.)

(2) The inspector will sign above or beside his or her typed or printed name in the INSPECTOR'S SIGNATURE box.

(3) The inspector will enter his or her supervising FSDO or IFO identification in the FAA DISTRICT OFFICE box.

**APPENDIX 3. NATIONALITY (CITIZENSHIP) TO BE USED TO COMPLETE
BLOCK I OF FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING
APPLICATION**

ADEN	BHUTAN	CISKEI
AFGHANISTAN	BOLIVIA	COCOS (KEELING) IS
ALBANIA	BOSNIA & HERZEGOV	COLOMBIA
ALGERIA	BOTSWANA	COMOROS
AMERICAN SAMOA	BOUVET ISLAND	CONGO
ANDORRA	BRAZIL	COOK ISLANDS
ANGOLA	BRITISH HONDURAS	CORAL SEA ISLANDS
ANTARCTICA	BRITISH INDIAN OCN	COSTA RICA
ANTIGUA & BARBUDA	BRITISH VIRGIN IS	COTE D'IVOIRE
ARCTIC OCEAN	BRITISH WST INDIES	CROATIA
ARGENTINA	BRUNEI	CUBA
ARMENIA	BULGARIA	CYPRUS
ARUBA	BURKINA	CZECH REPUBLIC
ASHMORE CARTIER IS	BURMA	DAHOMEY
ATLANTIC ISLAND	BURUNDI	DENMARK
AUSTRALIA	CAMBODIA	DJIBOUTI
AUSTRIA	CAMEROON	DOMINICA
AZERBAIJAN	CANADA	DOMINICAN REPUBLIC
AZORES	CANAL ZONE	ECUADOR
BAHAMAS, THE	CANARY ISLANDS	EGYPT
BAHRAIN	CANTON-ENDERBURY	EL SALVADOR
BAKER ISLAND	CAPE VERDE	ERITREA
BANGLADESH	CAYMAN ISLANDS	ESTONIA
BARBADOS	CENTRAL AFRICAN RP	ETHIOPIA
BASSAS DA INDIA	CEYLON	EQUATORIAL GUINEA
BELARUS	CHAD	EUROPA ISLAND
BELGIUM	CHANNEL ISLES	FALKLAND ISLANDS
BELIZE	CHILE	FAROE ISLANDS
BENIN	CHINA	FED ST MICRONESIA
BERMUDA	CHRISTMAS ISLAND	FIJI

FINLAND	IRAQ-SAUDI ARABIA	MALI
FR SO & ANTARCTIC	IRELAND	MALTA
FRANCE	ISRAEL	MARSHALL ISLANDS
FRENCH AFARS-ISSAS	ITALY	MARTINIQUE
FRENCH GUIANA	JAMAICA	MAURITANIA
FRENCH POLYNESIA	JAPAN	MAURITIUS
FRENCH SOMALILAND	JARVIS ISLAND	MEXICO
FRENCH WEST INDIES	JERSEY	MIDWAY ISLANDS
GABON	JOHNSTON ATOLL	MOLDOVA
GAMBIA, THE	JORDAN	MONACO
GAZA STRIP	KAZAKHSTAN	MONGOLIA
GEORGIA	KENYA	MONTENEGRO
GERMANY	KIRIBATI	MONTSERRAT
GHANA	KOREA, NORTH	MOROCCO
GIBRALTAR	KOREA, REPUBLIC OF	MOZAMBIQUE
GREECE	KUWAIT	MUSCAT AND OMAN
GREENLAND	KYRGYZSTAN	NAMIBIA
GRENADA	LAOS	NAMPO-SHOTO
GUADELOUPE	LATVIA	NAURU
GUAM	LEBANON	NAVASSA ISLAND
GUATEMALA	LEEWARD ISLES	NEPAL
GUINEA	LESOTHO	NETHERLANDS
GUINEA-BISSAU	LIBERIA	NETHERLANDS ANTILL
GUYANA	LIBYA	NEW CALEDONIA
HAITI	LIECHTENSTEIN	NEW GUINEA
HEARD MCDONALD IS	LITHUANIA	NEW HEBRIDES
HONDURAS	LUXEMBOURG	NEW ZEALAND
HONG KONG	MACAU	NICARAGUA
HUNGARY	MACEDONIA	NIGER
ICELAND	MADAGASCAR	NIGERIA
INDIA	MALAWI	NIUE
INDONESIA	MALAYSIA	NORFOLK ISLAND
IRAN	MALAYSIA (ASIA)	NORTH MARIANA ISL
IRAQ	MALDIVES	NORWAY

OMAN	SLOVENIA	TRUST TERR PAC ISL
ORG OF E CARIB STS	SOLOMON ISLANDS	TUNISIA
PAKISTAN	SOMALIA	TURKEY
PALAU	SOUTH AFRICA	TURKMENISTAN
PALESTINE	SOUTH RHODESIA	TURKS & CAICOS ISL
PANAMA	SOUTH-WEST AFRICA	UAR
PAPUA NEW GUINEA	SPAIN	UGANDA
PARACEL ISLANDS	SPANISH SAHARA	UKRAINE
PARAGUAY	SRI LANKA	UNITED ARAB EMIRAT
PERU	ST CHRIS AND NEVIS	UNITED KINGDOM
PHILIPPINES	ST HELENA	URUGUAY
PITCAIRN ISLANDS	ST KITTS AND NEVIS	USA
POLAND	ST LUCIA	UZBEKISTAN
PORTUGAL	ST PIERRE MIQUELON	VANUATU
PORTUGUESE GUINEA	ST VINCENT & GRENA	VATICAN CITY
PUERTO RICO	SUDAN	VENEZUELA
QATAR	SURINAME	VIETNAM
REUNION	SVALBARD-JAN MAYEN	VIRGIN ISLANDS
ROMANIA	SWAN ISLANDS	WAKE ISLAND
RUSSIA	SWAZILAND	WALLIS AND FUTUNA
RWANDA	SWEDEN	WEST INDIES
RYUKYU ISLANDS	SWITZERLAND	WESTERN SAHARA
SAIPAN	SYRIA	WESTERN SAMOA
SAO TOME PRINCIPE	TAIWAN	YEMEN
SAN MARINO	TAIWAN, ROC	YEMEN (ADEN)
SAUDI ARABIA	TAJIKISTAN	YEMEN (SANAA)
SENEGAL	TANZANIA	YUGOSLAVIA
SERBIA	THAILAND	ZAIRE
SEYCHELLES	TOGO	ZAMBIA
SIERRA LEONE	TOKELAU	ZIMBABWE
SINGAPORE	TONGA	
SLOVAKIA	TRINIDAD & TOBAGO	STATELESS

APPENDIX 4. INFORMATION ABOUT THE INITIAL TECHNICAL PERSONNEL EXAMINER STANDARDIZATION SEMINAR AND THE RECURRENT TECHNICAL PERSONNEL EXAMINER STANDARDIZATION SEMINAR

1. General Information. The following Internet address provides information about registration fees, registration forms, and schedules for the Initial Technical Personnel Examiner Standardization Seminars and the Recurrent Technical Personnel Examiner Standardization Seminars.

<<http://afs600.faa.gov/default.htm>>

2. Initial Technical Personnel Examiner Standardization Seminar.

a. Initial Technical Personnel Examiner Seminar Description. Increased emphasis on the oral and practical tests, use of the oral and practical tests and test guides, use of the related forms, test planning, evaluation of applicants, and certification file disposition will be covered in the 24-hour (3-day) lecture and workshop seminar. Each seminar participant will practice examiner job functions using the actual materials. The Initial Technical Personnel Examiner Seminar hours are: 8 a.m. to 5 p.m.

b. Examiner Scheduling.

(1) The Initial Technical Personnel Examiner Seminar is for all prospective examiners. Initial Technical Personnel Examiner Seminars are held in Oklahoma City, Oklahoma.

(2) The registration fee must be paid prior to attending the Initial Technical Personnel Examiner Seminar. All registrations for the Initial Technical Personnel Examiner Seminars are arranged by the examiner, AFTER CONCURRENCE WITH THE SUPERVISING FAA DISTRICT OFFICE. Arrangements for registration and paying this fee may be made by mail or telephone. The address is: FAA, Designee Seminar System AFS-640, P.O. Box 25082, Oklahoma City, OK 73125. The telephone number is: (405) 954-0138. Registration can also be sent via FAX to (405) 954-0189. **THERE WILL BE NO ARRANGEMENTS FOR PAYING AT THE DOOR.** Class size is limited, and attendees will be assigned on a "first-come" basis.

3. Recurrent Technical Personnel Examiner Standardization Seminar.

a. Recurrent Technical Personnel Examiner Seminar Description. Continued emphasis on the oral and practical tests; a review of the current policy and regulations as they apply to DME/DPRE functions; and airman certification procedures will be covered in the 8-hour (1-day) seminar. The Recurrent Technical Personnel Examiner Seminar hours are: 8 a.m. to 5 p.m.

b. Examiner Scheduling.

(1) Recurrent Technical Personnel Examiner Seminars are usually conducted at cities in which FAA district offices are located. Because of low examiner population in individual districts, most seminars serve more than one district. Each examiner or inspector is responsible for making arrangements such as registration and hotel accommodations. There are no geographic limitations with regard to Recurrent Technical Personnel Examiner Seminar attendance.

(2) The registration fee must be paid prior to attending the Recurrent Technical Personnel Examiner Seminar. All registrations for the Recurrent Technical Personnel Examiner Seminars are arranged by the examiner. Arrangements for registration and paying this fee may be made by mail or telephone. The address is: FAA, Designee Seminar System AFS-640, P.O. Box 25082, Oklahoma City, OK 73125. The telephone number is: (405) 954-0138. Registration can also be sent via FAX to (405) 954-0189. **THERE WILL BE NO ARRANGEMENTS FOR PAYING AT THE DOOR.**



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8610.5J

To: FAA, ATTN: AFS-640, P.O. Box 25082, Oklahoma City, OK 73125

(Please check all appropriate line items.)

___ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

___ Recommend paragraph _____ on page _____ be changed as follows: (Attach separate sheet if necessary.)

___ In a future change to this directive, please include coverage on the following subject: (Briefly describe what you want added.)

___ Other comments:

___ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____